

Guidance for developing a policy for Flexible Teaching Schedules

If schools are contemplating a flexible teaching schedule that allows their faculty to work from home for part of the school week, the expectation is that they will write a Flexible Teaching Schedule policy. The policy must address the following:

- Describes the process they will use to ensure staff members who participate in a flexible or work from home schedule are able to effectively carry out their duties. This could include the following:
 - They are in their second year of teaching at the school.
 - They have been rated effective on the previous year's school evaluation.
 - They are able to access the online environment.
- Describes how they will routinely evaluate the effectiveness of the work from home policy.
- The school's policy should limit the number of days that teachers may work from home. It is recommended that this be limited to one day a week.

Additionally, the school should develop a schedule that maximizes teacher collaboration and staff meetings and shares it with the Commission.